

M54

Architect-Engineer and
Related Services Questionnaire

*Bureau of Building, Grounds and
Real Property Management*

1. Firm Name/Business Address

Firm Name as listed with Secretary of State

Mailing Address

City

Email Address for Contact Person (i.e. manual updates) _____

2. Year Present Firm Est.:

3. Date Prepared:

4. Specify type of ownership and check below if applicable:
 A. Sole Proprietorship
 B. Partnership
 C. Corporation (includes PA or PLLC)
 D. MBE Yes _____ No _____

5a. 5 digits (vendor number NOT necessary)

5b. If Item 4C is checked, complete the following: Corporation is organized and exists under the laws of the State of ENTER STATE and has its principal place of business at ENTER CITY, ENTER COUNTY, ENTER STATE
(City) (County) (State)

6. Names of all Principals (if Engineer, give discipline): Title/Telephone/MS License Number(s) **Cell phone numbers and emails are helpful**
Principal 1 / Title Telephone/Cell/email / MS License #
Principal 2 / Title Telephone/Cell/email / MS License #
Principal 3 / Title Telephone/Cell/email / MS License #
Principal 4 / Title Telephone/Cell/email / MS License #
Principal 5 / Title Telephone/Cell/email / MS License #
Principal 6 / Title Telephone/Cell/email / MS License #
Principal 7 / Title Telephone/Cell/email / MS License #

7. Present Offices: City/State/Telephone/Fax Number/No. Personnel Each Office
City / State / Telephone / Fax Number / Pers
City / State / Telephone / Fax Number / Pers
City / State / Telephone / Fax Number / Pers
City / State / Telephone / Fax Number / Pers

City / State / Telephone / Fax Number / Pers
City / State / Telephone / Fax Number / Pers
City / State / Telephone / Fax Number / Pers

7a. Total Personnel
Total

8. Personnel by Discipline: (List each person only once, by primary function.)
___ Administrative
___ Architects, Registered
___ Chemical Engineers
___ Civil Engineers
___ Construction Inspectors
___ Draftsmen
___ Ecologist
___ Economists
___ Electrical Engineers
___ Estimators
___ Geologists
___ Hydrologists
___ Interior Designers
___ Landscape Architects
___ Mechanical Engineers
___ Mining Engineers

___ Oceanographers
___ Planners: Urban/Regional
___ Sanitary Engineers
___ Soils Engineers
___ Specification Writers
___ Structural Engineers
___ Surveyors
___ Transportation Engineers

___ Architects, Intern
___ Other
___ Other
___ Other
___ Other
___ Other
___ Other

9. Summary of Professional Services Fee Received: (Insert index number)

Last 5 Years
(Most recent year first)

Direct contract work
All other domestic work
All other foreign work

Ranges of Professional Services Fees Index
1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

10. Profile of Firm's Project Experience, Last 5 years:

	Profile Code	Number of Projects	Total Gross Fees (in Thousands)	Profile Code	Number of Projects	Total Gross Fees (in Thousands)	Profile Code	Number of Projects	Total Gross Fees (in Thousands)
1)	000		\$0	11)	000	\$0	21)	000	\$0
2)	000		\$0	12)	000	\$0	22)	000	\$0
3)	000		\$0	13)	000	\$0	23)	000	\$0
4)	000		\$0	14)	000	\$0	24)	000	\$0
5)	000		\$0	15)	000	\$0	25)	000	\$0
6)	000		\$0	16)	000	\$0	26)	000	\$0
7)	000		\$0	17)	000	\$0	27)	000	\$0
8)	000		\$0	18)	000	\$0	28)	000	\$0
9)	000		\$0	19)	000	\$0	29)	000	\$0
10)	000		\$0	20)	000	\$0	30)	000	\$0

11. Project Examples, Last 5 years:

(Prime, Consultant, Joint Venture, Individual Experience for firms less than 5 years old)						Cost of Work (in Thousands)	Completion Date (Actual or Estimated)
Profile Code	"P", "C", "JV", "IE"	Project Name and Location	Owner Name and Address				
1)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
2)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
3)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
4)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
5)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
6)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
7)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
8)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
9)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001
10)	000	Select	Project Name Project Location	Owner Name Owner Address		\$0	01/01/2001

11)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
12)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
13)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
14)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
15)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
16)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
17)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
18)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
19)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
20)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
21)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
22)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
23)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
24)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
25)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
26)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
27)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001
28)	000	Select	Project Name Project Location	Owner Name Owner Address	\$0	01/01/2001

29)	000	Select	Project Name	Owner Name	\$0	01/01/2001
			Project Location	Owner Address		

12. I hereby certify that the foregoing is a true and correct statement of facts.

Signature _____ Name & Title: Name / Title

Experience Profile Code Numbers
for use with questions 10 and 11:

001 Acoustics; Noise Abatement
002 Aerial Photography
003 Agricultural Development, Grain Storage
Farm Mechanization
004 Air Pollution Control
005 Airports; Navajids; Airport Lighting; Aircraft Fueling
006 Airports; Terminals & Hangars; Freight Handling
007 Arctic Facilities
008 Auditoriums & Theaters
009 Automation; Controls; Instrumentation

010 Barracks; Dormitories
011 Bridges

012 Cemeteries (*Planning & Relocation*)
013 Chemical Processing & Storage
014 Churches; Chapels
015 Codes; Standards; Ordinances
016 Cold Storage; Refrigeration; Fast Freeze
017 Commercial Buildings (*low rise*); Shopping Centers
018 Communications Systems; TV; Microwave
019 Computer Facilities; Computer Service
020 Conservation & Resource Management
021 Construction Management
022 Corrosion Control; Cathodic Protection; Electrolysis
023 Cost Estimating

024 Dams (*Concrete; Arch*)
025 Dams (*Earth; Rock*); Dikes; Levees
026 Desalinization (*Process & Facilities*)
027 Dining Halls; Clubs; Restaurants

028 Ecological & Archeological Investigations
029 Educational Facilities; Classrooms
030 Electronics
031 Elevators; Escalators; People-Movers
032 Energy Conversation; New Energy Sources
033 Environmental Impact Studies, Assessments or
Statements

034 Fallout Shelters; Blast-Resistant Design
035 Field Houses; Gyms; Stadiums
036 Fire Protection
037 Fisheries; Fish Ladders
038 Forestry & Forest Products

039 Garages; Vehicle Maintenance Facilities; Parking
Decks
040 Gas Systems (*Propane; Natural, Etc.*)
041 Graphic Design
042 Harbors; Jetties; Piers; Ship Terminal Facilities
043 Heating; Ventilating; Air Conditioning
044 Health Systems Planning

045 Highrise; Air-Rights-Type Building
046 Highways; Streets; Airfield Paving; Parking Lots
047 Historical Preservation
048 Hospital & Medical Facilities
049 Hotels; Motels
050 Housing (*Residential, Multi-Family; Apartments;
Condominiums*)
051 Hydraulics & Pneumatics

052 Industrial Buildings; Manufacturing Plants
053 Industrial Processes; Quality Control
054 Industrial Waste Treatment
055 Interior Design; Space Planning
056 Irrigation; Drainage

057 Judicial & Courtroom Facilities

058 Laboratories; Medical Research Facilities
059 Landscape Architecture
060 Libraries; Museums; Galleries
061 Lighting (*Interiors; Display; Theater, Etc.*)
062 Lighting (*Exteriors, Streets: Memorials; Athletic
Fields, Etc.*)

063 Materials Handling Systems; Conveyors; Sorters
064 Metallurgy
065 Microclimatology; Tropical Engineering
066 Military Design Standards
067 Mining & Mineralogy
068 Missile Facilities (*Silos; Fuels: Transport*)
069 Modular Systems Design; Pre-Fabricated Structures
or Components

070 Naval Architecture; Off-Shore Platforms
071 Nuclear Facilities; Nuclear Shielding

072 Office Buildings; Industrial Parks
073 Oceanographic Engineering
074 Ordnance; Munitions; Special Weapons

075 Petroleum Exploration; Refining
076 Petroleum & Fuel (*Storage & Distribution*)
077 Pipelines (*Cross-Country-Liquid & Gas*)
078 Planning (*Community, Regional, Area wide & State*)
079 Planning (*Site, Installations, & Project*)
080 Plumbing & Piping Design
081 Pneumatic Structures; Air-Support Buildings
082 Postal Facilities
083 Power Generation, Transmission, Distribution
084 Prisons & Correctional Facilities
085 Product, Machine & Equipment Design
086 Radar; Sonar; Radio & Radar Telescopes
087 Railroad; Rapid Transit
088 Recreation Facilities (*Parks, Marinas, Etc.*)
089 Rehabilitation (*Buildings; Structures; Facilities*)
090 Resource Recovery, Recycling

091 Radio Frequency Systems & Shieldings
092 Rivers; Canals; Waterways; Flood Control

093 Safety Engineering; Accident Studies; OSHA Studies
094 Security Systems; Intruder & Smoke Detection
095 Seismic Designs & Studies
096 Sewage Collection, Treatment & Disposal
097 Soils & Geologic Studies; Foundations
098 Solar Energy Utilization
099 Solid Wastes; Incineration; Land Fill
100 Special Environments; Clean Rooms, Etc.
101 Structural Design; Special Structures
102 Surveying; Platting; Mapping; Flood Plain Studies
103 Swimming Pools
104 Storm Water Handling & Facilities

105 Telephone Systems (*Rural; Mobile; Intercom, Etc.*)
106 Testing & Inspection Services
107 Traffic & Transportation Engineering
108 Towers (*Self-Supporting & Guyed Systems*)
109 Tunnels & Subways

110 Urban Renewals; Community Development
111 Utilities (*Gas & Steam*)

112 Value Analysis; Life-Cycle Costing

113 Warehouses & Depots
114 Water Resources; Hydrology; Ground Water
115 Water Supply, Treatment & Distribution
116 Wind Tunnels; Research/Testing Facilities Design

117 Zoning; Land Use Studies

Revised (no vendor #; fax; email, etc.)
(see changes to Manual)